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Bi-Weekly Report Ending 30 March 1962
from
RECORDS SYSTEMS & DISPOSTIONS BRANCH

1. Contributions

Two short films on Mail Handling were shown to 55 Agency employees on 23 March in the New Building. The films showed a way of processing and passing mail from desk to desk by a type conveyor system. The films were made by the Friden Co. (Manufactures of Mail Handling Equipment) of actual installations. There was great interest in the system and many questions to the Friden Representative from those in attendance. I've asked the Friden Co. to loan the films to us for future showings when appropriate. []

25X1

2. Assignments

a. Shelf Filing

(1) Commo Signal Center, T.T.T. []

25X1

The order for the equipment has been submitted to Procurement Division for processing.

(2) Cable Secretariat []

25X1

The Award of Bid has not been announced as yet by Procurement, but indications are that it will go to Remington Rand.

(3) Office of Security Expansion []

25X1

No action.

(4) OO/C []

According to our estimate, the equipment should be arriving in [] this week. A follow-up will be made.

(5) Commo Registry []

Received a requisition from the ARO/Commo for 2 Diebold Units (Motorized). Although the requisition specified Diebold we will suggest to Procurement that the procurement be by the bid process.

(6) Logistics/Real Estate []

25X1

I received a call from [] Real Estate and Construction informing me that there is a very strong pobbisility that their office will move to the New Building.

25X1

As our plans and purchase order for shelving were submitted on the basis that they were to remain in Quarters Eye. I called [] Procurement, requesting that he ask Art Metal to withhold action on this order for two weeks. [] feels a definite decision will be reached by that time.

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(7) Comptroller's Office []

25X1

Received a call from [] Accounts Section of the Comptroller's Office, seeking advice as to the possibility of converting from the present method of filing tabulating machine listings in 5 drawer cabinets to shelf filing.

25X1

I reviewed his files and the files area (a vault) and am convinced that such a conversion is very appropriate.

Further meetings will be held to determine the best type cover for use on the listings and to explore the possibility of using surplus shelving which will eliminate the need to purchase new equipment.

b. Records Control Schedules

(1) OO/C []

25X1

No action.

(2) OTR []

ARO is still completing revision to OTR schedule. Drafts which I have already reviewed are being coordinated within OTR.

(3) OCR []

Received a revised portion of the OCR schedule for review.

c. Special Projects

(1) Agency Courier System []

25X1

Currently working with SRD, O/S on their Courier System. Have received mail counts from ORR & OO/FDD. The Central Courier System finished their count last week and will send the results to us.

(2) Dissemination and Control File - FBID []

25X1

Prepared a staff study. Scheduled a meeting for Monday, 2 April, to discuss the findings.

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(3) Conference Notes and Special Reports []

25X1

Reviewed preliminary sketches prepared by [] Suggested some changes which will be made before drawings are finalized. Work on special report continuing.

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25X1 (4) DDP/RID []

No further action to date.

(5) Commo/Special Center []

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Met with members of this staff and discussed their problems on special SI cables, and inactive records they have been keeping. Made preliminary decision on the inactive material and agreed to look into the cable problem. Have set up a meeting for Tuesday with [] of FI/[] to discuss SI cables.

25X1 3. Vital Records []

- a. Study on all agency Vital Records microfilming projects continues.
- b. Work on the Vital Records Workshop is about complete.

25X1 4. Microfilming []

- a. Due to camera difficulties, progress on filming in OO/FDD is retarded.

25X1 5. News

- a. [] Office of Logistics, and I completed the Records Management Seminar at National Archives on 22 March 1962.
- b. A call to [] DDP/RID, indicated that on 4, or shortly after, 9 April RID will declare the following steel shelving as surplus to their needs:

25X1

150 Sections of Remington Rand Steel Shelving,
36" wide x 12" deep and either 90" or 92" high.
The bottom shelves are 15" deep. All sections
have a dust canopy and all shelves have dividers.

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